



**NAZARETH
COLLEGE**

Office of Research,
Scholarship, & Innovation

Graduate Student Professional Development Reimbursement Award

Reimbursement and Reporting Requirements (upon completion of travel)

1. Within 10 days, submit original receipts for allowable expenses (e.g., airfare, fuel costs, conference registration fees, lodging bill with zero balance), along with the completed and signed Student Payment Check Request, Certification Form, and Student Travel Expense Form to Mrs. Debbie Mathewson, GAC 208. These must be originals with ink signatures.
2. Submit a short summary of your experience that we may feature on our website. You are welcome to include a copy of your poster or a photo. Summaries should be sent via email to both your faculty sponsor and Mrs. Debbie Mathewson at dmathew4@naz.edu. In your summary, you should reflect on the following points:
 - How did this experience enrich your knowledge of the discipline?
 - What did you learn during this event?
 - What surprised you?
 - How does this experience relate to your major coursework?
 - Describe how this experience exposed you to new and different cultures and/or beliefs? What was your reaction?
 - What about this experience will serve you in your life's work and how?
3. Reimbursements are made through the Accounts Payable Office, and follow their procedures and timelines.